

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME	
TRAVELER DATE OF BIRTH	
DATE OF U.S. DEPARTURE	
DATE PASSPORT IS NEEDED	
VIP FILE LOCATOR NUMBER	

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE NUMBER	
CELL NUMBER	
FAX NUMBER	
EMAIL	
P.O. OR BILLING REF#:	

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE NUMBER	
CELL NUMBER	
FAX NUMBER	
EMAIL	

METHOD OF PAYMENT

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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RWANDA BUSINESS VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	2
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
LETTER OF INVITATION:	1-COPY	HOTEL CONFIRMATION:	1-COPY
COMPANY LETTER:	1	COPY OF DRIVER'S LICENSE:	1-COPY
INT'L HEATH CERTIFICATE:	1-COPY		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$75.00

CONSULATE FEE: (SEE NEXT PAGE) _____

MONEY ORDER: \$6.00

SPECIAL HANDLING FEE: (5 DAYS OR LESS RUSH PROCESS) _____

OTHER FEES: _____

RETURN SHIPPING FEE: _____

TOTAL: (NO PERSONAL CHECKS PLEASE) _____

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	6 TO 14 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED: 4-30-2018(JENN)

Specializing in Visas, Passports, Document Legalization and Translations

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RWANDA BUSINESS VISA

AS OF JANUARY 2018, U.S. CITIZENS CAN OBTAIN A 30-DAY SINGLE ENTRY VISA UPON ARRIVAL. TO AVOID LONG WAITS AT THE POINT OF ENTRY, TRAVELERS MAY ALSO APPLY AND PAY IN ADVANCE. [CLICK HERE](#) TO COMPLETE THE NECESSARY PAPERWORK TO HAVE VIP PROCESS THIS APPLICATION AND PAYMENT ON THE TRAVELER'S BEHALF.

IF YOU WOULD PREFER TO HAVE A VISA ISSUED INTO THE PASSPORT PRIOR TO TRAVEL, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) **U.S. PASSPORT** (MUST HAVE AT LEAST ONE BLANK VISA PAGE AND THE PASSPORT MUST HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) **TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS** (2x2) ON A WHITE BACKGROUND
- 3.) **TWO (2) COMPLETED APPLICATIONS**
- 4.) **LETTER OF INVITATION FROM THE INVITING COMPANY** IN RWANDA (THE CONSULATE WILL ACCEPT A SIGNED COPY OF THE LETTER AS LONG AS IT IS VERY CLEAR)
- 5.) **U.S. COMPANY LETTER OF GUARANTEE** DETAILING THE FOLLOWING REQUIREMENTS:
 - ❖ ON U.S.-BASED COMPANY LETTERHEAD
 - ❖ ADDRESSED TO THE EMBASSY OF RWANDA
 - ❖ STATING THE NATURE OF BUSINESS TO BE PERFORMED
 - ❖ DETAIL THE NAME & ADDRESS OF REFERENCE IN RWANDA
 - ❖ GUARANTEE OF SUFFICIENT FUNDS & RETURN
 - ❖ TRANSPORTATION
- 6.) **COPY OF HOTEL CONFIRMATION**
- 7.) **COPY OF TRAVEL ITINERARY**
- 8.) **COPY OF APPLICANT'S DRIVER'S LICENSE**
- 9.) **INTERNATIONAL HEALTH CERTIFICATE** SHOWING INOCULATIONS FOR YELLOW FEVER (CAN BE A COPY OF ORIGINAL CERTIFICATE)
- 10.) **CONSULATE FEE** (\$):

VALIDITY	PROCESS TIME	CONSULATE FEE
30-DAY SINGLE ENTRY	6 TO 14 DAYS	\$30.00
	5 DAYS OR LESS	\$60.00
30-DAY MULTIPLE ENTRIES	6 TO 14 DAYS	\$50.00
	5 DAYS OR LESS	\$80.00

VALIDITY: BUSINESS VISAS ARE ISSUED AND VALID FOR UP TO 90 DAYS FROM THE DATE OF ISSUE. THE VISA WILL BE VALID FOR A STAY ACCORDING TO THE DATES SPECIFIED ON YOUR APPLICATION, NOT TO EXCEED 90 DAYS. THE VALIDITY OF THE VISA IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

REVISED: 4-30-2018 (JENN)



Attach
Photo
Here

EMBASSY OF RWANDA
1875 Connecticut Avenue, NW Suite 418
Washington, D.C., 20009
Tel: (202) 232-2882/3/4
Fax: (202) 232 - 4544

Visa Application Form

1. Visa applied for: Transit: Business: Tourism Other:

2. Date of entrance No of entries:..... Length of stay.....

3. Surname:..... Forenames:.....

4. Date and place of birth:.....

5. Nationality at birth:.....

6. Marital Status: Single: Married: Divorced:

7. Name of spouse.....Nationality.....

8. Date and place of birth of spouse:.....

9. Applicant permanent address:.....

10. Occupation:.....

11. Employer and address:.....

12. Telephone: Office:..... Home:..... E-mail:.....

13. Passport number:.....

14. Name of the institution that issued the passport:.....

15. Date of issue:..... Date of expiry:.....

16. Mother's maiden name:.....

17. Date of your last visit to Rwanda:.....

18. Reason for your present journey:.....

19. Address, telephone/fax contact during your stay in Rwanda:.....

20. Name of children accompanying D.O.B Gender

.....
.....

I hereby confirm that all information provided is the best of my knowledge.

Signature:..... Date:.....

Please do not write below this line (Official use only)

Visa no:..... Valid form:..... To:..... No of entries.....

Date of issue:..... Receipt no:..... Signature:.....

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.
(TRAVELER) PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.